



Kansas Bureau of Investigation

Robert E. Blecha
Director

Stephen N. Six
Attorney General

October 27, 2008

Dear Sir or Madam:

Current Private Detective Licenses, Private Detective Agency Licenses, Firearm Permits and Firearms Trainer Certifications expire within the next three months. Renewal packets are now available on line at <http://www.kansas.gov/kbi/kbipi.shtml>. Instructions for filling out the renewal are included with the packet as well as information about submitting the completed packet. If you would like to receive a paper copy from this office please contact us at 785 296 4436 or via email at Corrina.clements@kbi.state.ks.us . Unless requested, the KBI will not be mailing out paper copies of renewal packets.

In order to renew your license after July 2006, you are required to provide proof that you have completed 8 hours of continuing education. The details concerning what type of courses, the amount of credit, and the verification are in the regulations.

Renewal fees can be paid by money order, cashiers check, personal check or credit card (Visa or Master Card). Please make money orders or checks payable to the Kansas Bureau of Investigation. To bill your credit card (Visa or Master Card), complete the credit card billing sheet attached to this letter. If you are renewing more than one license (i.e. Private Detective Agency License, Private Detective License, Firearm Permit, and/or Firearms Trainer), you can pay all fees on one check or credit card billing.

If you have questions please call me, 785-296-4436.

Sincerely,

Corrina Clement
Program Manager
Private Detective Licensing

cc: file

INSTRUCTIONS - Renewal of PRIVATE DETECTIVE LICENSE

STATE OF KANSAS OFFICE OF THE ATTORNEY GENERAL Through the KANSAS BUREAU OF INVESTIGATION

Complete this renewal form if you are an employee, or owner, partner, officer, director, or associate of a private detective agency actively engaged in detective business.

The **2-year** renewal application must be completed in its entirety to renew your private detective license. The renewal application must be **accompanied by**:

- Two (2) color, front view, photographs (passport size 2 x 3) taken within 30 days before the renewal application is submitted. Do not wear a hat, scarf or other head gear or sunglasses.
- \$175.00 Renewal fee for employee of a Private Detective Agency
- \$100.00 Renewal fee for each owner, partner, officer, director and/or associate of a Private Detective Agency engaged in detective business
Money order, cashiers check or personal check: payable to the Kansas Bureau of Investigation or bill the renewal fees on a Visa or Master Card credit card by completing the billing sheet.
- When applying for renewal of the private detective license, each applicant shall provide one copy of all documents evidencing completion of each program of continuing professional education obtained within the biennial renewal period before the applicant/s submission of the renewal application.

Note: An employee, owner, partner, officer, director, or associate of a private detective agency does **not** need to provide verification of a corporate surety bond in the amount of **\$100,000** or more; a certificate of insurance showing general liability insurance providing coverage in the amount of **\$100,000** or more for bodily injury or property damage caused by negligence and errors or omissions; **OR** verification of **\$100,000** or cash deposit with the State Treasurer. However, the private detective agency will need to provide such verification with the agency renewal.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license**. Keep in mind your current private detective license will expire 60 days from the date of this notice unless a timely renewal application has been submitted.

Mail completed renewal application, accompanying documents and renewal fee to:

**Kansas Bureau of Investigation
Private Detective Licensing
1620 SW Tyler
Topeka, Kansas 66612-1837**

If you have questions please contact, Corrina Clements, Program Manager, Private Detective Licensing Unit (785) 296-4436, e-mail corrina.clements@kbi.state.ks.us or regular mail.

FEE SCHEDULE PRIVATE DETECTIVE LICENSING, RENEWALS & other items

Independent (self-employed)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond or certificate of insurance

Agency (employs others)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond or certificate of insurance

Individual employee (works under the agency license)

License fee - \$250.00(2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

(Insurance covered by agency bond or insurance)

Officer, Director, Partner, or Associate (of the Agency engaged in detective business)

License fee - \$100.00 (2yrs from date of issuance)

Renewal fee \$100.00 (2yrs)

(covered by agency bond or insurance)

Other items:

Duplicate license - \$5.00

Information/application packet - \$15.00 (deducted from cost of application)

Current list of private detectives & agencies in Kansas - \$.24 per page

Date of Request _____ - _____ 20____		What is to be billed on the credit card Check all that apply	
Name on Credit Card _____ _____ _____		<input type="checkbox"/>	- PI Packet _____
		<input type="checkbox"/>	- Application _____
		<input type="checkbox"/>	- Firearm Permit _____
		<input type="checkbox"/>	- Badge/Case _____
		<input type="checkbox"/>	- Renewal _____
Mailing Address for Credit Card Street: _____ City: _____ State: _____ Zip code: _____		<input type="checkbox"/>	- Misc - explain _____
Expiration Date _____ - _____		Amount to be billed on your credit card (sample - \$250.00) \$ _____ . _____	
Visa/MC 16 digit card number _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____		MANDATORY 3 digit auth. code on back of card _____ - _____ - _____	
Phone Number: _____ - _____ - _____			
Other Information Number: _____ _____ _____ _____ _____ _____			

PRIVATE DETECTIVE LICENSE

RENEWAL

**STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION**

1. Name: _____

2. ____ Agency ____ Owner ____ Partner ____ Officer ____ Director ____ Associate ____ Employee ____
please provide:

Name of agency: _____ Agency number: _____

Status with this agency (i.e. Employee, Owner, Associate, Partner, Officer or Director) _____

Street address: _____
(Number & Street) (Suite) (City) (State) (Zip)

Business phone: _____ Fax number: _____

E-mail: _____ Cell phone: _____

3. Mailing address if different from above: _____

4. Private detective license number: _____

Firearm permit number (if applicable): _____

Badge number (if applicable): _____

Firearms trainer number(if applicable): _____

Please answer the following questions. If you answer “yes” to any of the questions, please provide a separate page with a full explanation.

5. In the past 2 years have you:

(a) been arrested for **any** crime other than minor traffic violations in this state or any other state? ☐ Yes ☐ No

(b) been indicted or convicted of a felony in this state or any other state? ☐ Yes ☐ No

(c) been you convicted of a misdemeanor in this state or any other state? ☐ Yes ☐ No

(d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? ☐ Yes ☐ No

(e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? ☐ Yes ☐ No

(f) been a law enforcement officer or granted a special commission from any law enforcement? ☐ Yes ☐ No

(g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? ☐ Yes ☐ No

(h) been addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs excluding medication prescribed by physician? ☐ Yes ☐ No

- (i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? ☐ Yes ☐ No

If you answered yes please explain: _____

APPLICANT'S AFFIDAVIT

I, _____, state that I am the renewal applicant, herein. I have

(Please Print your name)

read and examined the statements made in the above renewal application, including all statements made in any accompanying papers, and the information contained herein is true and correct to the best of my knowledge and belief.

Renewal Applicant's Signature

Date

STATEMENT OF EMPLOYMENT

I, _____,

(renewal applicant's name)

am employed by _____

Private detective agency, license number is A-_____.

Employer's signature

Employer's printed name

Date